

JOB DESCRIPTION

OFFICE ASSISTANT (FILE ROOM)

SUMMARY OF FUNCTIONS

The Office Assistant reports to the Clerk of Court. To perform this position satisfactorily, the Office Assistant must have customer service experience, willingness to give immediate attention to customers and work cooperatively with internal court staff to ensure files are accurately supplied and maintained. The Office Assistant must also have good communication skills when working with external court staff.

RESPONSIBILITIES

- Manage file room.
- Retrieve and shelve juvenile court files.
- Must be responsive to request and inquiries from other juvenile court departments and outside agencies.
- Must pull files needed in courtroom in advance to facilitate the daily courtroom docket.
- Any and all other duties assigned by the Clerk of Court, Judicial Administrator and OPJC Judges.

QUALIFICATIONS:

Candidate must have a high school degree or GED. Must have knowledge of file room research procedures. Skills in organizing and maintaining an organized file room. Skills in keeping courtrooms supplied with files as needed. Knowledge of warrant verification through view of records. Persons must be organized and work in a timely and efficient manner. Good communication skills required.

BENEFITS:

MEDICAL BENEFITS – (City of New Orleans)

Provided through UNITED HEALTHCARE CHOICE PLUS for a small monthly fee.
Dependents not included, but may be added for an additional fee.

DENTAL BENEFITS – (City of New Orleans)

Basic plan at no cost provided through UNITED HEALTHCARE.
Dependents not included, but may be added for an additional fee.

DENTAL BENEFITS – (Orleans Parish Juvenile Court)

Basic plan provided at no cost through HUMANA.

Dependents not included, but may be added for an additional fee.

LIFE INSURANCE – (City of New Orleans)

\$10,000.00 benefit provided at no cost through UNUM Life Insurance of America.

LIFE INSURANCE – (Orleans Parish Juvenile Court)

\$10,000.00 benefit provided at no cost through COLONIAL Life Insurance.

VISION INSURANCE – (City of New Orleans)

Basic plan at no cost provide through UNITED HEALTHCARE.

Dependents not included, but may be added for an additional fee.

VISION INSURANCE – (Orleans Parish Juvenile Court)

Plan provided through HUMANA. Payment of premium must be paid.

VACATION/SICK LEAVE

½ day of annual and ½ day of sick leave accumulated for each of the 26 pay periods (12 per year). Six (6) month probationary period applies to annual leave.

HOLIDAYS

Currently, 22 paid holidays (2018). Subject to change.

WORK WEEK

35.0 hours per week (8:30am – 4:00pm).

RETIREMENT PLAN

Mandatory enrollment, 4% of gross.

TUITION ASSISTANCE

Tuition assistance at Tulane University through City of New Orleans.

ORLEANS PARISH JUVENILE COURT
OFFICE ASSISTANT (FILE ROOM)

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Assistant (File Room) for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name